

1 FAM 290 FOREIGN SERVICE INSTITUTE

(TL:ORG-126; 08-13-2003)
(Office of Origin: FSI/EX)

1 FAM 291 DIRECTOR OF THE FOREIGN SERVICE INSTITUTE (FSI)

1 FAM 291.1 Responsibilities

(TL:ORG-126; 08-13-2003)

- a. The Director of the Foreign Service Institute (FSI) is equivalent in rank to an assistant secretary and serves as the Department's Chief Training Officer.
- b. In consultation with the Under Secretary for Management, the FSI Director manages the operation of the Foreign Service Institute and its varied training programs which are offered to employees and family members of the Department of State and other U.S. Government agencies, the U.S. military services, and others as authorized by statute. Further information on FSI programs and services can be found in 3 FAM 2700.
- c. The FSI Director has overall substantive responsibility for the following Department regulatory publications: Foreign Affairs Manual, Volume 3 (*Personnel*), subchapters 3 FAM 2710, 3 FAM 2720, 3 FAM 2730 and 3 FAM 2740, and related subchapters in 3 FAH-1 2700. Coordinative responsibility is shared with M/DGP.

1 FAM 291.2 Organization

(TL:ORG-126; 08-13-2003)

An organization chart of FSI is found as 1 FAM 291.2 Exhibit 291.2.

1 FAM 291.3 Authorities

(TL:ORG-126; 08-13-2003)

The Foreign Service Institute derives its authority from:

- (1) Chapter 7 of the Foreign Service Act of 1980, 22.U.S.C. 4021, et. seq;
- (2) Chapter 41, Title 5 U.S.C. as amended by the Civil Service Reform Act of 1978; and
- (3) Executive Order 11348.

1 FAM 292 DEPUTY DIRECTOR OF THE FOREIGN SERVICE INSTITUTE (FSI)

(TL:ORG-126; 08-13-2003)

- a. The Deputy Director of the Foreign Service Institute, equivalent in rank to a deputy assistant secretary, reports to the Director and participates fully in the operation and maintenance of the Foreign Service Institute. When so designated, serves as Acting Director.
- b. As designated by the Director, the Deputy Director oversees the activities of various operating elements responsible for administering the training programs of the Institute.

1 FAM 293 OFFICE OF MANAGEMENT AND ADMINISTRATIVE SERVICES (FSI/EX)

(TL:ORG-126; 08-13-2003)

- a. The Office of Management and Administrative Services (the Office of the Executive Director or FSI/EX) manages a diverse array of professional and support services for the Institute and the Shultz Center, and develops and implements Department and Bureau management policy requirements. FSI/EX establishes, maintains, and implements policies, procedures and processes for the Institute; is responsible for overall Institute resource management (e.g., funds, people and space); and serves as liaison on SA-42 room/facility matters with the county, and the neighboring Army National Guard Readiness Center.
- b. The Executive Director:
 - (1) Serves as the coordinator for the Bureau's Occupant Emergency Plan;

- (2) Is responsible for the setting of tuition rates;
 - (3) Under delegated personnel authority, serves as Resolving Official for Office of Civil Rights processes; and
 - (4) Serves as information systems owner for Bureau systems and corporate software and serves as Accountable Officer for property.
- c. FSI/EX provides management analysis services for the Bureau, including management studies and reports, develops policies, internal bureau directives, and other similar activities; coordinates the Institute's Bureau Performance and Strategic Planning and updates performance indicators and outcomes; provides internal controls coordination for the Institute, conducts periodic internal controls reviews; oversees the implementation of corrective action plans as required; coordinates responses and actions relating to audits, inspections, and reviews involving the Institute which are issued by the Office of the Inspector General and the General Accounting Office; administers the Freedom of Information and Privacy Acts for the Institute; coordinates legislative issues for the Institute; develops training continua for major occupational skill groups; coordinates A-76 reviews; and prepares Federal Acquisitions Inventory Review (FAIR) Act data for the bureau.
- d. FSI/EX coordinates the Institute's information resources management, and serves as the primary liaison with other agencies, groups and organizations regarding FSI's information management policies, plans, strategies, plans, encompassing all technology owned and operated by the Institute. This includes taking the coordinative lead on the Institute's distance learning program and the development and purchase of multimedia learning applications and tools, providing software development support for Institute training programs, and managing a distance learning management system for the Department and the corporate software development for FSI and Department training requirements.
- e. FSI/EX develops the corporate Department of state training plan.

1 FAM 293.1 Budget and Management Division (FSI/EX/BUD)

(TL:ORG-126; 08-13-2003)

The Budget and Management Division (FSI/EX/BUD):

- (1) Formulates, presents and executes the budget for the Foreign

Service Institute (FSI);

- (2) Coordinates all resource planning functions, allocations, and usage which include preparing Congressional budget, and performance and strategic planning documentation;
- (3) Collects, evaluates, and analyzes data related to the operational costs of the Institute's training programs and calculates tuition rates for FSI courses and offerings;
- (4) Is responsible for the billing and collection of tuition based fees for non-State customers of FSI's training programs, both domestic and abroad;
- (5) Authorizes and approves funds for business related travel of FSI personnel;
- (6) Provides cashiering functions for staff;
- (7) Serves as the coordinator with other agencies and Department bureaus (e.g., INR) on reimbursement issues relating to FSI training and rent/lease issues (e.g., Warrenton Training Center);
- (8) Coordinates electronic payment to and from the Department of Treasury related to non-USG attendance at FSI training events under special authority;
- (9) Prepares guidance regarding honoraria; and
- (10) Conducts market surveys.

1 FAM 293.2 Human Resources Division (FSI/EX/HR)

(TL:ORG-126; 08-13-2003)

- a. The Human Resources Division (FSI/EX/HR) manages an excepted service human resources system for the instructional staff of the Institute and establishes, maintains and implements personnel policies and procedures related to FSI's corps of Excepted Civil Service positions, as authorized by Chapter 7 of the Foreign Service Act of 1980, 22.U.S.C. 4021, et. seq., Sec. 704(a)(4)(B).
- b. Under delegated authority, FSI/EX/HR directs human resource management services for the Institute, including drafting, analyzing, coordinating and processing documents relating to position classification,

staffing, Foreign Service assignments, reassignments and transfers, employee relations, performance management/evaluation, and awards. In consultation with M/DGP/PC's Labor-Management Officer, the Division coordinates labor-management issues for the Institute. FSI/EX/HR serves as Bureau Training Officer. Lastly, FSI/EX/HR supports the human resource needs of long-term State students.

1 FAM 293.3 General Services/Acquisitions Division (FSI/EX/GSACQ)

(TL:ORG-126; 08-13-2003)

a. The General Services/Acquisitions Division (FSI/EX/GSAQC):

- (1) Directs and coordinates administrative and general support services for the Institute. This includes property management and control, file/records management, space management, telecommunications services, non-expendable related office equipment, the control and assignment of room use, operation of a warehousing function, mailroom services, safety, and other general services activities;
- (2) Prepares the facility Occupant Emergency Plan and Continuity of Operations Plan;
- (3) Manages and schedules use of FSI controlled space located at SA-42, SA-44 and the Warrenton Training Center;
- (4) Manages the indoor signage program for the SA-42 facility;
- (5) Coordinates and supervises applicable administrative support services for conferences, events, meetings, training sessions, off-site sessions, etc., sponsored by other Department bureaus or outside agencies and held in FSI controlled space;
- (6) Manages the parking program for SA-42;
- (7) Oversees the SA-42 Child Care Center;
- (8) In conjunction with the Bureau of Administration, oversees the maintenance and operation of all buildings located at SA-42, its environs, and related support services such as shuttle buses;
- (9) Serves as liaison with Diplomatic Security on the operation of the security guard program for SA-42;
- (10) FSI/EX/GSACQ provides procurement and contracting services for

the Institute;

- (11) As authorized by Sec. 704(a)(5) of the Foreign Service Act, executes independent contracting authority in consultation with the Office of the Procurement Executive; and
- (12) Coordinates the Bureau's Credit Card Program.

1 FAM 293.4 Office of Management Information Systems (FSI/EX/OMIS)

(TL:ORG-126; 08-13-2003)

The Office of Management Information Systems (FSI/EX/OMIS):

- (1) Implements and manages the Institute's information management program for all staff and students, including a computer security program;
- (2) Assures that all staff have had the required training before gaining access to the system;
- (3) Is responsible for excessing computer equipment;
- (4) Manages and operates the classified Communications Center for the Institute; and
- (5) Supports the Department Alternate Operations Center.

1 FAM 293.5 Audio-Visual Facility (FSI/EX/AVF)

(TL:ORG-126; 08-13-2003)

The Audio-Visual Facility (FSI/EX/AVF) provides a range of services including graphics design and production of training materials, production of exhibits, photography, television and video production, satellite broadcast, publications, video conferencing services, and overseeing the Institute's printing program.

1 FAM 293.6 Multimedia and Library Services Division (FSI/EX/MLS)

(TL:ORG-126; 08-13-2003)

The Multimedia and Library Services Division (FSI/EX/MLS) provides

multimedia services for the Institute, including the development, purchase and maintenance of multimedia training tools and programs, and the operation of multimedia labs. The Division also provides library services for the Institute, including the operation of the Stephen B. Low Library at the George P. Shultz National Foreign Affairs Training Center, and coordinates the Institute's newspaper and periodicals subscription program.

1 FAM 293.7 Office of the Registrar (FSI/EX/REG)

(TL:ORG-126; 08-13-2003)

The Office of the Registrar (FSI/EX/REG):

- (1) Is responsible for the establishment and enforcement of enrollment and admissions policies and procedures, and directs and coordinates activities to authorize and process all enrollments of personnel and family members of the Department of State and other agencies and groups to FSI training;
- (2) Serves as the clearinghouse for all external training and conference enrollments for State Department personnel;
- (3) Operates and maintains a computer-based enrollment and training registration system that serves as the Department's corporate database for training;
- (4) Serves as the principal distance learning coordinator for the Department of State;
- (5) Provides and/or facilitates services to support students who are in FSI training; and
- (6) Develops the annual Schedule of Courses.

1 FAM 294 SCHOOL OF PROFESSIONAL AND AREA STUDIES (FSI/SPAS)

(TL:ORG-126; 08-13-2003)

- a. The School of Professional and Area Studies (FSI/SPAS) is headed by a dean who is responsible for managing and maintaining a variety of training programs intended to instill and improve professional and tradecraft skills and knowledge in employees of the Department of State and other U.S. Government agencies who participate in the conduct of

U.S. foreign affairs abroad and domestically.

- b. The Office of Special Programs conducts a variety of special programs, including roundtable discussions and gaming exercises, to enhance diplomatic readiness on security, political, economic and global issues.
- c. The School serves as the locus for a Foreign Service National (FSN) training program, and works with other FSI Schools and centers to ensure a vital FSN training curriculum.

1 FAM 294.1 Administrative Management Training (FSI/SPAS/AT)

(TL:ORG-126; 08-13-2003)

The Administrative Management Training Division (FSI/SPAS/AT) directs, designs and conducts a training program encompassing administrative management, human resource management, financial management and general services operations both domestically and abroad.

1 FAM 294.2 Area Studies (FSI/SPAS/AS)

(TL:ORG-126; 08-13-2003)

The Area Studies Division (FSI/SPAS/AS) directs, designs and conducts area studies training programs on the history, politics, economics, culture, U.S. policy interests, etc., of geographic regions or countries for State and other personnel going abroad.

1 FAM 294.3 Consular Training (FSI/SPAS/CON)

(TL:ORG-126; 08-13-2003)

The Consular Training Division (FSI/SPAS/CON) directs, designs and conducts a training program relating to the roles and responsibilities of consular officers and others performing consular work.

1 FAM 294.4 Curriculum and Staff Development (FSI/SPAS/CSD)

(TL:ORG-126; 08-13-2003)

The Curriculum and Staff Development Division (FSI/SPAS/CSD) provides assistance in course design, staff development, professional skills

enhancement, "training of trainers" and organizational development.

1 FAM 294.5 Economic and Commercial Studies (FSI/SPAS/ECON)

(TL:ORG-126; 08-13-2003)

The Economic and Commercial Studies Division (FSI/SPAS/ECON) directs, designs and conducts a training program for Foreign Service economic officers and others who are involved in economic and commercial work related to U.S. foreign affairs.

1 FAM 294.6 Office Management Training (FSI/SPAS/OMT)

(TL:ORG-126; 08-13-2003)

The Office Management Training Division (FSI/SPAS/OMT) directs, designs and conducts a training program designed to instill and improve the skill and knowledge of office management personnel.

1 FAM 294.7 Orientation (FSI/SPAS/OR)

(TL:ORG-126; 08-13-2003)

The Orientation Division (FSI/SPAS/OR) directs, designs and conducts orientation training programs for newly hired employees of the Department of State.

1 FAM 294.8 Political Training (FSI/SPAS/POL)

(TL:ORG-126; 08-13-2003)

The Political Training Division (FSI/SPAS/POL) directs, designs and conducts a training program on political tradecraft for Foreign Service political officers and others engaged in related work.

1 FAM 294.9 Public Diplomacy Training (FSI/SPAS/PD)

(TL:ORG-126; 08-13-2003)

The Public Diplomacy Training Division (FSI/SPAS/PD) directs, designs and

conducts a training program for Foreign Service public diplomacy officers and others engaged in related work.

1 FAM 295 LEADERSHIP AND MANAGEMENT SCHOOL (FSI/LMS)

(TL:ORG-126; 08-13-2003)

- a. The Leadership and Management School (FSI/LMS) is headed by a Dean who is responsible for managing and maintaining a variety of training programs intended to instill, improve and broaden leadership and management skills and knowledge in employees of the Department of State and other U.S. Government agencies which participate in the conduct of U.S. foreign affairs abroad and domestically.
- b. FSI/LMS:
 - (1) Directs and conducts the Ambassadorial Seminar, in consultation with the Office of the Director;
 - (2) Serves as the locus of EEO/Diversity training for State Department managers and supervisors; and
 - (3) Also provides some administrative training support for State employees in long-term university training and other long-term development assignments such as the War College and the Diplomats in Residence program.

1 FAM 295.1 The Senior Seminar (FSI/LMS/TSS)

(TL:ORG-126; 08-13-2003)

The Senior Seminar Division (FSI/LMS/TSS) directs, designs and conducts the Senior Seminar, a professional development program available to senior foreign policy and national security employees of the U.S. Government.

1 FAM 295.2 Executive Programs Division (FSI/LMS/EP)

(TL:ORG-126; 08-13-2003)

The Executive Programs Division (FSI/LMS/EP) directs, designs and conducts executive leadership training programs for State and other personnel who are typically at pre-senior grade levels/rank.

1 FAM 295.3 Management Development Division (FSI/LMS/MD)

(TL:ORG-126; 08-13-2003)

The Management Development Division (FSI/LMS/MD) directs, designs and conducts management training programs for State and other personnel who are typically at mid-level grade/rank.

1 FAM 295.4 Crisis Management Training (FSI/LMS/CMT)

(TL:ORG-126; 08-13-2003)

Crisis Management Training (FSI/LMS/CMT) directs, designs and conducts crisis management training programs and crisis management exercises for State and other personnel, primarily those assigned abroad.

1 FAM 296 SCHOOL OF APPLIED INFORMATION TECHNOLOGY (FSI/SAIT)

(TL:ORG-126; 08-13-2003)

The School of Applied Information Technology (FSI/SAIT) is headed by a dean who is responsible for managing and maintaining a variety of training programs intended to instill and improve skills and knowledge in the use of information technology for employees of the Department of State. Programs encompass both user training and technical training for information management specialists.

1 FAM 296.1 Information Management (FSI/SAIT/IMT)

(TL:ORG-126; 08-13-2003)

Information Management Training (FSI/SAIT/IMT) directs, designs and conducts information management training programs primarily designed for State Department end-users on a wide variety of computer applications and systems in use by the Department.

1 FAM 296.2 Professional Development Division

(FSI/SAIT/PDD)

(TL:ORG-126; 08-13-2003)

The Professional Development Division (FSI/SAIT/PDD) operates a training facility located near Warrenton, Virginia which directs, designs and conducts information management and communications training programs primarily designed for information management specialists and other technical personnel.

1 FAM 297 SCHOOL OF LANGUAGE STUDIES (FSI/SLS)

(TL:ORG-126; 08-13-2003)

- a. The School of Language Studies (FSI/SLS) is headed by a Dean who is responsible for managing and maintaining a proficiency-based foreign language and culture training program. In executing the School's mission, the Dean is assisted by an Associate Dean for Instruction, an Associate Dean for Management, and an External Programs Coordinator.
- b. FSI/SLS provides assistance to post language programs and collaborates closely with regional and functional bureaus and posts to assess and address their language needs effectively.
- c. The External Programs Coordinator provides management and programmatic oversight to four language field schools abroad located in Seoul, Korea; Tunis, Tunisia; Yokohama, Japan; and under a contractual arrangement with the American Institute in Taipei, Taiwan. Additionally, External Programs Coordinator provides similar oversight to other foreign language training programs that may be conducted in other venues abroad.

1 FAM 297.1 Washington-based Language Instruction

(TL:ORG-126; 08-13-2003)

Under the direction of the Associate Dean for Instruction, proficiency based language instruction is provided in a variety of lengths and formats via three language departments, each headed by a Department Chair and consisting of a number of Language Training Supervisors and Language and Culture Instructors.

1 FAM 297.1-1 Department of Arabic and Asian Languages (FSI/SLS/AAL)

(TL:ORG-126; 08-13-2003)

The Department of Arabic and Asian Languages (FSI/SLS/AAL) directs, designs and conducts proficiency based language training for the languages of Asia and the Arabic speaking world. For the “super hard” languages (Arabic, Chinese, Japanese and Korean), FSI/SLS/AAL delivers the first half of the two-year basic course.

1 FAM 297.1-2 Department of European, Central Asian and African Languages (FSI/SLS/ECA)

(TL:ORG-126; 08-13-2003)

The Department of European, Central Asian and African Languages (FSI/SLS/ECA) directs, designs and conducts proficiency based language training for the languages of Europe, Central Asia and Africa.

1 FAM 297.1-3 Department of Romance and Nordic Languages (FSI/SLS/RON)

(TL:ORG-126; 08-13-2003)

The Department of Romance and Nordic Languages (FSI/SLS/RON) directs, designs and conducts proficiency based language training in the Romance languages (French, Italian, Portuguese, Romanian, and Spanish) and the languages of Scandinavia.

1 FAM 297.2 School Management

(TL:ORG-126; 08-13-2003)

Under the direction of the Associate Dean for Management, the School Management provides administrative support to the language instruction programs and coordinates language school activities with FSI’s Office of the Executive Director.

1 FAM 297.2-1 Continuing Training and Testing (FSI/SLS/CTT)

(TL:ORG-126; 08-13-2003)

The Continuing Training and Testing Division (FSI/SLS/CTI):

- (1) Provides language proficiency testing services for the Department of State and other U.S. government agencies and entities. Proficiency test scores may be used to remove language probation, determine compliance with language designated positions, determine eligibility for crossing the senior threshold and for language incentive pay purposes;
- (2) Provides guidance and support to Post Language Programs for a wide variety of traditional and non-traditional language learning programs; and
- (3) Within the School is responsible for coordination of foreign language distance learning projects with the FSI Executive Office of Multimedia Services.

1 FAM 297.2-2 Research, Evaluation and Development (FSI/SLS/RE&D)

(TL:ORG-126; 08-13-2003)

The Research, Evaluation and Development Division (FSI/SLS/RE&D):

- (1) Provides and coordinates in-house training and other services to language instructors and School managers; and
- (2) Operates a student learning-counseling service to help students optimize their language learning experience at the Institute.

1 FAM 298 TRANSITION CENTER (FSI/TC)

(TL:ORG-126; 08-13-2003)

The Transition Center (FSI/TC) is headed by a Center Director who is responsible for managing and maintaining a variety of training programs and reference services intended to assist Department employees, employees of other U.S. Government agencies, and their family members in adapting to and coping with career-related transitions such as transfers from domestic to assignments abroad or from service into retirement.

1 FAM 298.1 Overseas Briefing Center (FSI/TC/OBC)

(TL:ORG-126; 08-13-2003)

The Overseas Briefing Center (FSI/TC/OBC):

- (1) Provides information, training and referral services to U.S. Government foreign affairs employees and their families preparing for an assignment abroad or returning to the United States; and
- (2) Operates an information center which manages a collection of post-specific audio-visual and printed materials, as well as reference material on Foreign Service living in general.

1 FAM 298.2 Training Division (FSI/TC/T)

(TL:ORG-126; 08-13-2003)

The Training Division (FSI/TC/T) of the Transition Center:

- (1) Develops and delivers training designed to build foreign service life skills; and
- (2) Conducts the Security Overseas Seminar and Advanced Security Overseas Seminar which promote personal security awareness for employees and family members.

1 FAM 298.3 CAREER TRANSITION CENTER (FSI/TC/CTC)

(TL:ORG-126; 08-13-2003)

The Career Transition Center (FSI/TC/CTC):

- (1) Develops and delivers training and counseling to foreign affairs personnel who are retiring from U.S. Government service either voluntarily or involuntarily, and to other employees who are involuntarily separated other than for cause;
- (2) Conducts the Retirement Planning Seminar which explores financial, health and other areas of interest associated with retirement, as well as possibilities for further employment outside the Department;
- (3) Conducts the Financial Planning Seminar which is designed to provide basic knowledge of financial management and estate planning to employees who wish to better their chances for attaining financial security for themselves and their family; and

- (4) Conducts the Job Search Program, an intensive learning experience based on individual and group training and counseling. The Program's purpose is to help participants make the transition from employment by the Department to other employment or fulfilling activities. The primary focus is to help participants acquire the skills and knowledge needed to find jobs outside the Department.

1 FAM 291 Exhibit 291.1 Foreign Service Institute (FSI)

(TL:ORG-126; 08-13-2003)

